OPEN SYSTEMS® Accounting Software

Fixed Assets ODBC Report Applet User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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General Information

The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

The ODBC Kit

The OSAS ODBC Kit provides users with a way to access their OSAS data through any ODBC-compliant productivity package. The ODBC Kit includes an ODBC driver for Windows, the data dictionaries for the OSAS data files, utilities for maintaining the data dictionaries and some sample reports in Microsoft® Excel, Microsoft Access® and Crystal Reports™ for Windows.

The Report Applets

Since the release of the ODBC Kit, OSAS users have been discovering the power of these popular productivity packages to analyze their accounting data. The Report Applets provide a series of pre-built Microsoft Excel PivotTables® to help you get the most from your accounting data.

These tables are provided for each of the major data files in each application. This manual includes instructions for loading and using these spreadsheets to sort and analyze your data. With a little practice, you can easily create similar PivotTables or modify the ones provided to customize them to your exact needs.

Fixed Assets Data Files

You use the Fixed Assets system (FA) to record the assets that you purchase and to calculate and track the depreciation of those assets. When you calculate depreciation on your assets, you can post the amounts automatically to the General Ledger application.

FA Data Files

The Fixed Assets Report Applet contains several spreadsheets that report information from the OSAS Fixed Assets data files. The PivotTables in the Fixed Assets Report Applet are based on these data files:

FAMAxxx

The Fixed Assets Master file stores information about your assets. After you add an asset to the master file and place it in service, the system stores calculated depreciation amounts in the file, and calculates future depreciation based on the prior calculations. Other information stored in the file includes insurance and assessed valuations, asset location and tax information. Data from the Fixed Assets Master file is used in the FA Asset Books (FABOOKS.XLS) and FA Asset Master (FAMASTER.XLS) PivotTables.

FARJxxx

The Retirements Journal file stores information about assets that are no longer in service. Assets are stored in this file to maintain a record of the depreciation taken on the asset as well as the reason for the asset's retirement. This data is displayed on the FA Retired Asset Books (FARETBOK.XLS) and FA Retired Asset Master (FARETMST.XLS) PivotTables.

Introduction to PivotTables

A Microsoft Excel PivotTable is an interactive table that quickly summarizes, or cross-tabulates, large amounts of data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.

A PivotTable contains fields, each of which summarizes multiple rows of information from the source data. By dragging a field button to another part of the PivotTable, you can view your data in different ways. For example, you can view any field either down the rows or across the columns.

The PivotTable summarizes data by using a summary function, such as Sum, Count, or Average. You can include subtotals and grand totals automatically, or use your own formulas by adding calculated fields and items.

In the Fixed Assets Report Applet, several PivotTables are provided based on the data in the OSAS data files. The PivotTable is updated through the ODBC driver.

The next section includes a tutorial for setting up and modifying PivotTables in Excel.

Creating Microsoft Excel PivotTables

Read this section for an exercise in creating a PivotTable using the ODBC Kit and Microsoft Excel 97. If you require more information about Microsoft Excel, consult the Microsoft Excel User's Guide or Online Help.

Before you can create this report, complete these tasks:

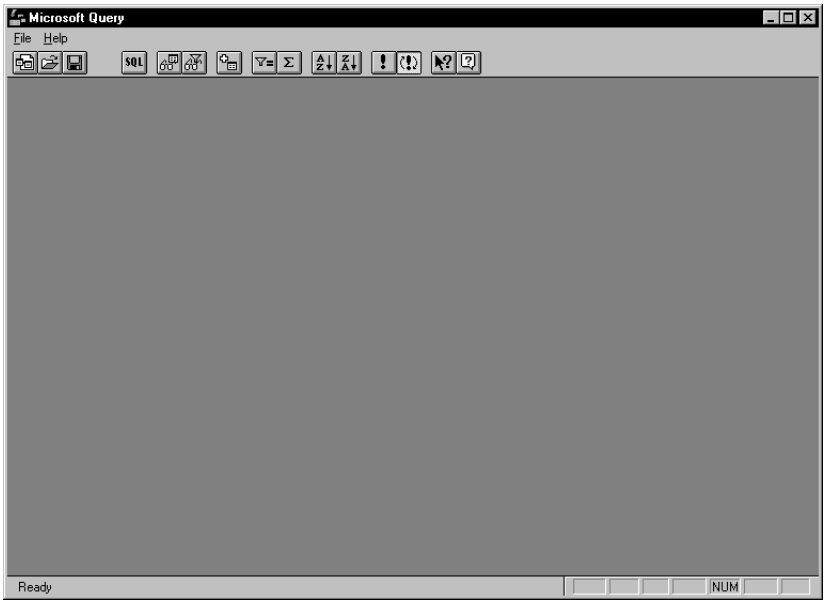
- Install and set up the ODBC Kit.
- Install and set up the BASIS ODBC drivers.
- Install Microsoft Excel 97 and Microsoft Query 97.

Note

This section includes instructions for using Microsoft Query with Microsoft Excel. If necessary, you can install Microsoft Query from the Microsoft Office 97 media. You may also need to create a shortcut to Query manually.

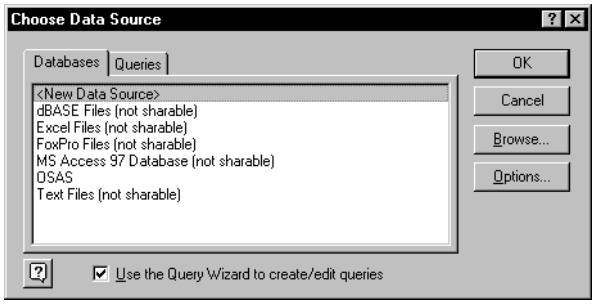
Building a Query For a PivotTable

1. Start Microsoft Query.



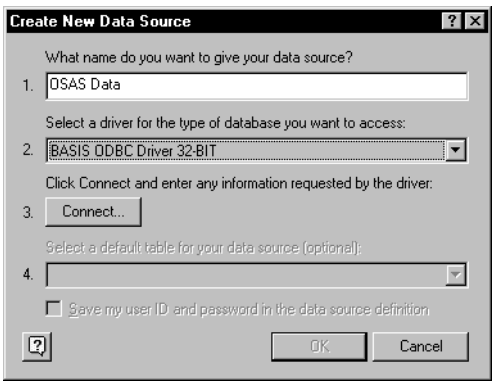
2. Under the **File** menu, select **New**.

   The Choose Data Source screen appears.



3. Select **<New Data Source>**, and click **OK**.

   The Create New Data Source screen appears.

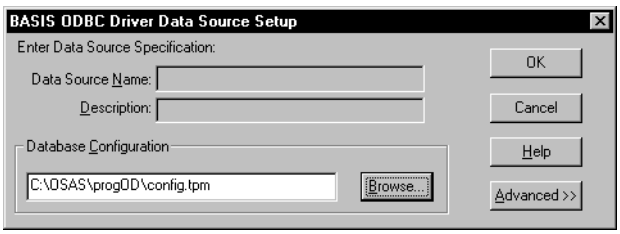

Create New Data Source
What name do you want to give your data source?
1.
OSAS Data
Select a driver for the type of database you want to access:
2.
BASIS ODBC Driver 32-BIT
Click Connect and enter any information requested by the driver:
3.
Connect...
Select a default table for your data source (optional):
4.
Save my user ID and password in the data source definition
OK
Cancel

4. Enter a name you want to give the data source in field 1. You can use the same source again.

5. Select the **BASIS ODBC Driver** in field 2.

6. Click **Connect**.

   The BASIS ODBC Driver Data Source Setup box appears.



7. Enter the file path and name of the CONFIG.TPM file you set up from within the OSAS ODBC software in the Database Configuration field, or select **Browse** and locate the file.

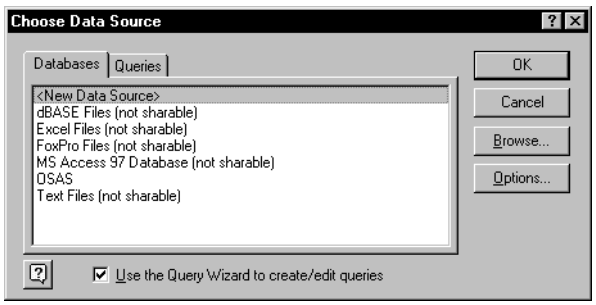
If you have already built the shadow dictionary, click on the **Advanced** button, and check the options for No Shadow Dictionary Consistency Check and Fast Connect to improve performance. See online help for additional information about the options that come with the **Advanced** button.

8. Click **OK** to connect to the data source.

   You are returned to the Create New Data Source screen.

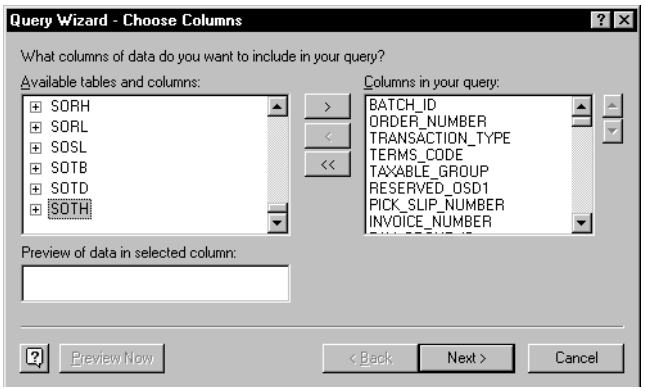
9. Select a table in field 4 if you want to select a default table source; otherwise, leave field 4 blank and select any table when you develop the query. (If you select a table, the list of tables always starts at that table; otherwise the list of tables starts at the beginning of the list.)

   The Choose Data Source box appears.



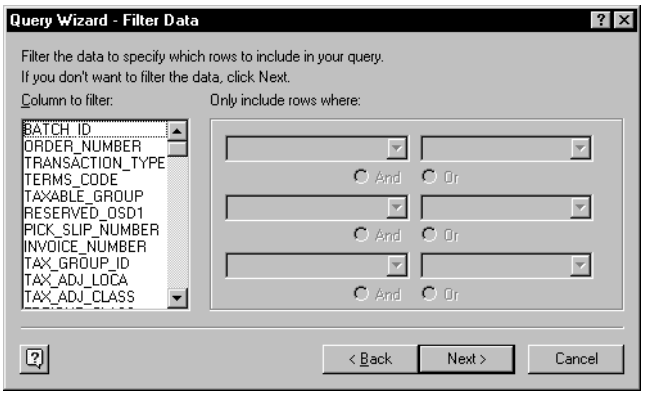
10. Select the data source you set up in the previous steps.

The Choose Columns screen appears.



11. Select a table you want to use in your Excel spreadsheet. For this example, start with one table and add a second table later. Select the SOTH table, select the columns for the spreadsheet, and click **Next >**.

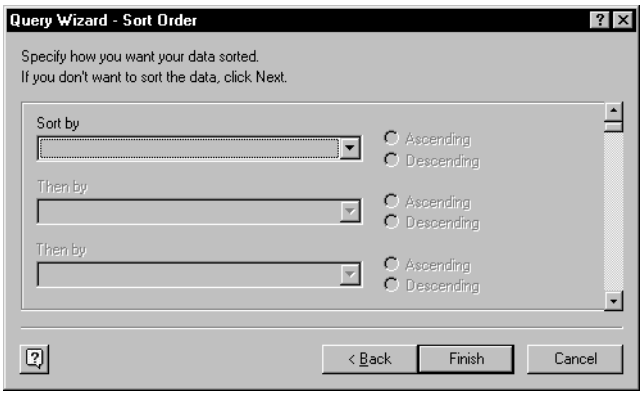
    The Filter Data box appears.



    Use the Filter Data dialog box to select specific records from the table. In most cases, you do not need to choose anything in the Filter Data dialog box. For example, to filter out credit memos, select the field named TRANSACTION_TYPE, select **does not equal**, and then enter **4** for a value. (TRANSACTION_TYPE 4 is a credit memo.)

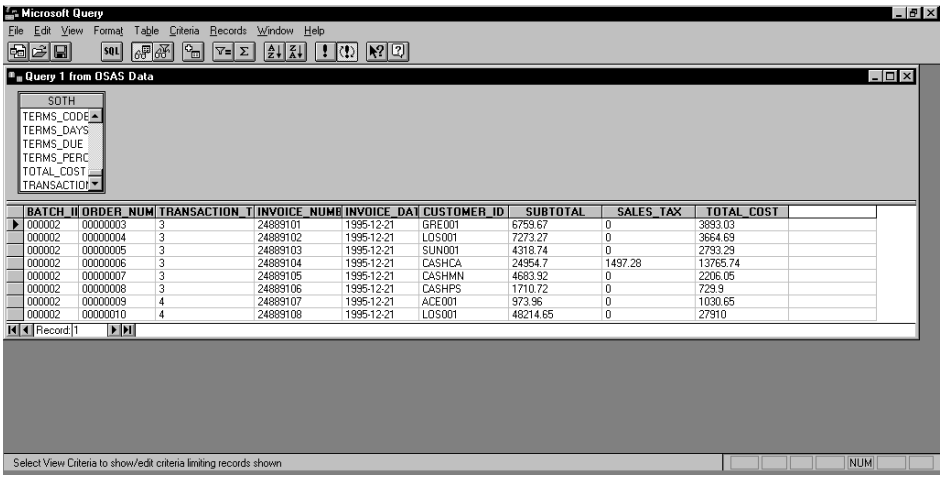
12. Click **Next >**.

    The Sort Order box appears.



    Use the Sort Order dialog box to select how the data is sorted. For example, select a field in Sort by and check Ascending or Descending. Select more fields and orders for hierarchical sorts. For now, don't enter any sort fields.

13. Click **Finish**. You are returned to the Microsoft Query screen.



The data in your query is displayed. You can delete columns by selecting a column and pressing the **Delete** key. You can also add a column by double-clicking on the field name (in the SOTH file).

Note

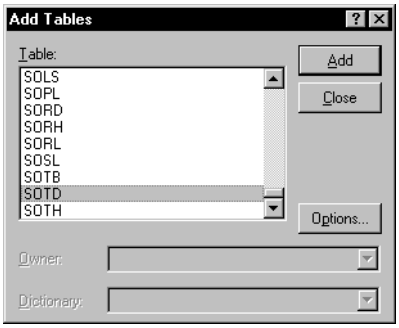
NOTE: You can also select which fields you want in your query in step 6 above. Instead of selecting the entire table, you can click the + box next to the table you want and select the given fields from the list.

14. Select the following fields:

    - BATCH_ID
    - ORDER_NUMBER
    - TRANSACTION_TYPE
    - INVOICE_NUMBER
    - INVOICE_DATE
    - CUSTOMER_ID
    - SUBTOTAL
    - SALES_TAX
    - TOTAL_COST

15. Select **Table** from the main menu, and choose **Add tables**.

    The Add Table dialog box appears.



16. A list of all the tables is displayed. Select the **SOTD** table, and click **Close**.

Joining Tables

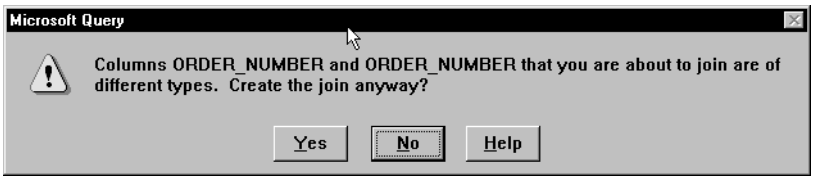
17. Locate BATCH_ID in the SOTD and SOTH tables; then click and hold the left mouse button down on BATCH_ID in the SOTH table

18. Drag the field over to the BATCH_ID field in the SOTD table and release the mouse button.

    A line appears between the two BATCH_ID fields, joining the two fields.

19. Follow steps 17 through 18 with the ORDER_NUMBER field.

    NOTE: You may get the following message. For now, click **Yes** to ignore the message and join the fields together.


Microsoft Query
Columns ORDER_NUMBER and ORDER_NUMBER that you are about to join are of different types. Create the join anyway?
Yes
No
Help

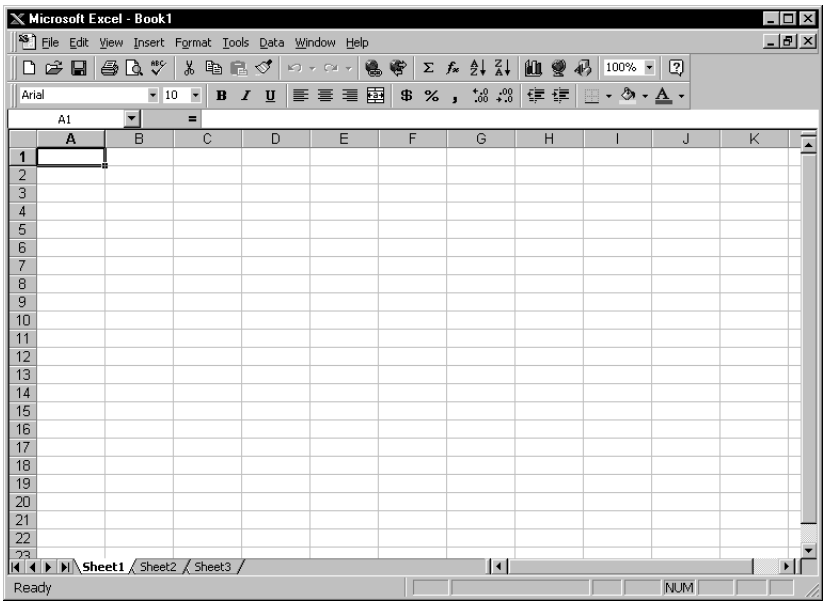
20. Select the following fields from the SOTD table:

    - ENTRY_NUMBER
    - UNIT_COST_COMPNT
    - UNIT_PRICE
    - ORDERED_QTY
    - SHIPPED_QTY_SELL
    - BACKORDERED_QTY.

21. Select **Save** from the **File** menu to save the query.

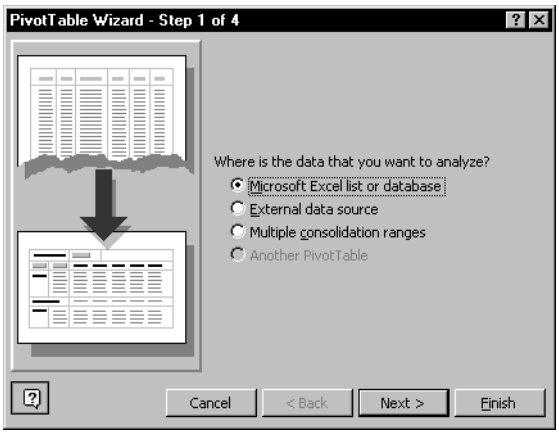
Using the Query in Microsoft Excel

1. Start Excel and open a new worksheet.



2. Select the **Data** menu; then select **PivotTable Report**.

The PivotTable Wizard appears.

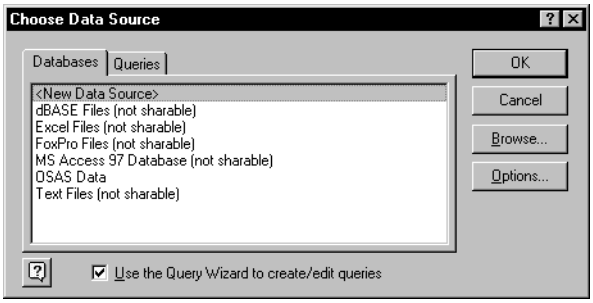


3. In step 1 of the Wizard, a list of options is displayed where you can choose your data source to be used in your PivotTable. Select **External Data Source**, and click **Next** >.

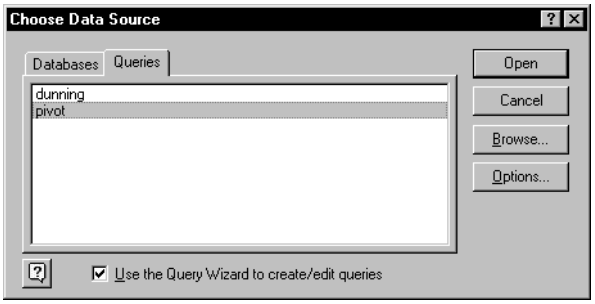
   The PivotTable Wizard Step 2 dialog box appears.

4. In step 2 of the Wizard, click **Get Data**.

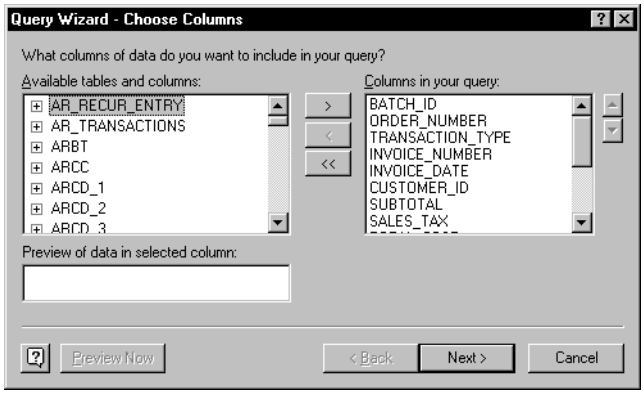
The Choose Data Source box from Microsoft Query appears.



5. Click the **Queries** tab, and select the query you saved under Microsoft Query.



The Choose Columns box under Query appears.



6. Click **Next >**. The query columns are displayed.
7. Click **Next >** to pass by **Filter Data** and **Sort Order** options.

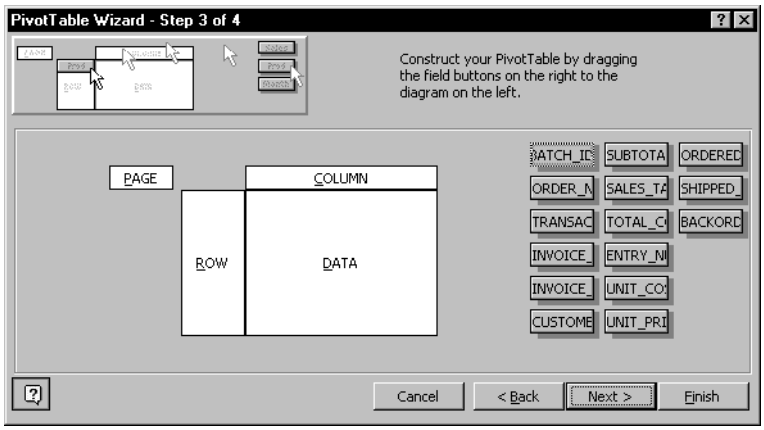
   The Query Wizard - Finish dialog box appears.

8. Select **Return Data to Microsoft Excel,** and click **Finish**.

   You are returned to the PivotTable Wizard Step 2 dialog box.

9. Click **Next >**.

The PivotTable Wizard Step 3 dialog box appears.

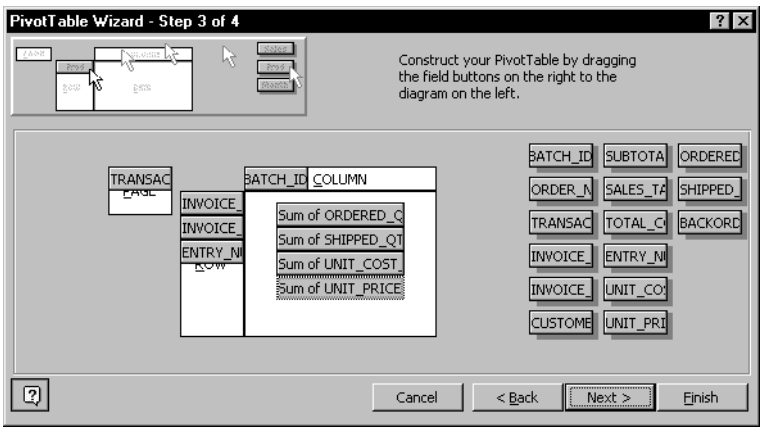


The selected fields and four areas—**Page**, **Row**, **Column**, and **Data**—to put fields are displayed. Drag and drop the fields to use in this report into the respective areas. (To display the full field name, hold the cursor on the button, and a tool tip displays the full field name.)

10. Drag and drop the following fields:

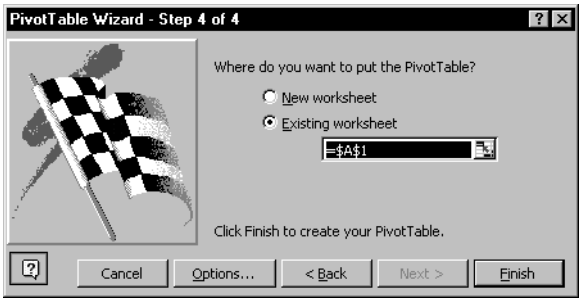
    - TRANSACTION_TYPE into **Page**
    - INVOICE_NUMBER, INVOICE_DATE, and ENTRY_NUM into **Row**
    - BATCH_ID into **Column**
    - ORDERED_QTY, SHIPPED_QTY_SELL, UNIT_COST_COMPNT and UNIT_PRICE into **Data**.

The fields are displayed on the screen. Numeric fields dropped into the Data section become summary fields.



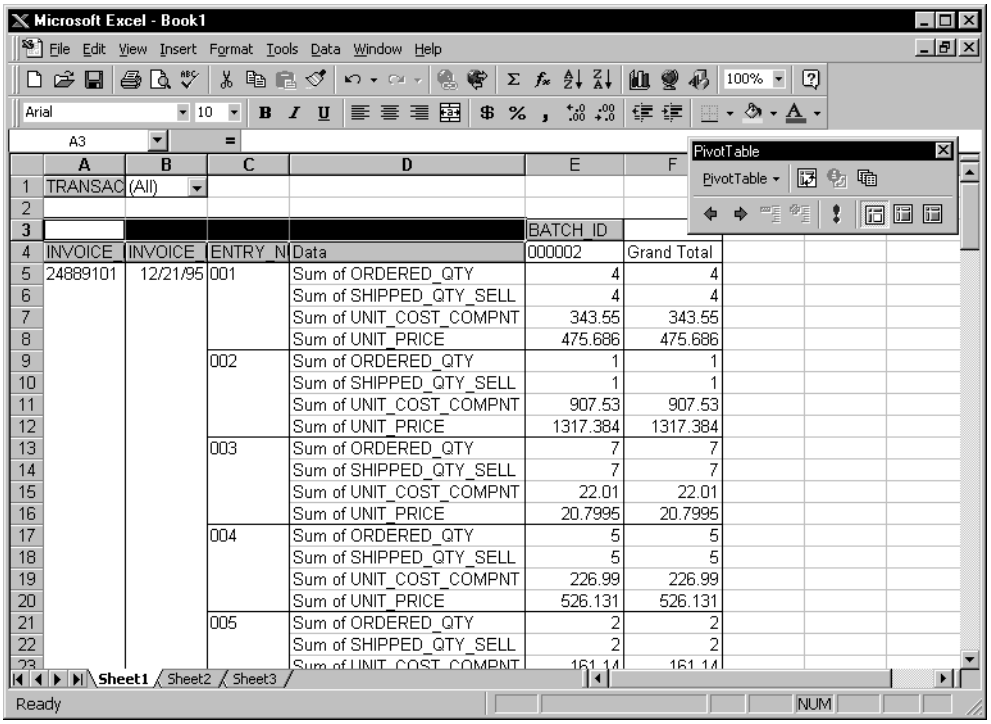
11. Click **Next** >.

    The PivotTable Wizard Step 4 dialog box appears.



12. The last step lets you create the PivotTable either in the existing worksheet or in a different worksheet. Accept the given options and click **Finish**.

The PivotTable is displayed.



	A	B	C	D	E	F
1	TRANSAC	(All)				
2						
3					BATCH_ID	
4	INVOICE_	INVOICE_	ENTRY_N	Data	000002	Grand Total
5	24889101	12/21/95	001	Sum of ORDERED_QTY	4	4
6				Sum of SHIPPED_QTY_SELL	4	4
7				Sum of UNIT_COST_COMPNT	343.55	343.55
8				Sum of UNIT_PRICE	475.686	475.686
9			002	Sum of ORDERED_QTY	1	1
10				Sum of SHIPPED_QTY_SELL	1	1
11				Sum of UNIT_COST_COMPNT	907.53	907.53
12				Sum of UNIT_PRICE	1317.384	1317.384
13			003	Sum of ORDERED_QTY	7	7
14				Sum of SHIPPED_QTY_SELL	7	7
15				Sum of UNIT_COST_COMPNT	22.01	22.01
16				Sum of UNIT_PRICE	20.7995	20.7995
17			004	Sum of ORDERED_QTY	5	5
18				Sum of SHIPPED_QTY_SELL	5	5
19				Sum of UNIT_COST_COMPNT	226.99	226.99
20				Sum of UNIT_PRICE	526.131	526.131
21			005	Sum of ORDERED_QTY	2	2
22				Sum of SHIPPED_QTY_SELL	2	2
23				Sum of UNIT_COST_COMPNT	161.14	161.14

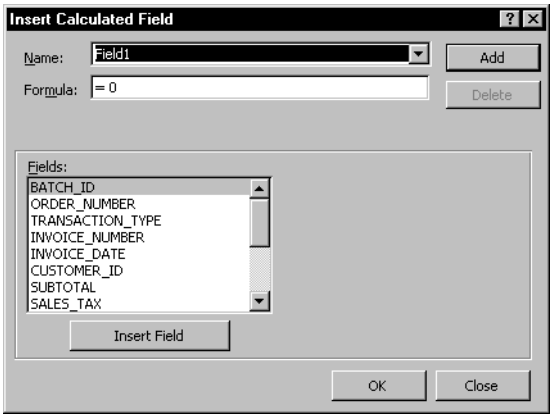
Highlight rows and columns to shift them around. To display only invoices, change Transaction Type from **All** to **3** . Change it to **4** and credit memos are displayed. Totals per type are also displayed.

Adding a Calculated Field

You can also add new fields, like profit, to the data area. To add profit to the data area, follow these steps:

1. Highlight the last row in your data area, **Sum of UNIT_PRICE**, right-click, and select **Insert**.

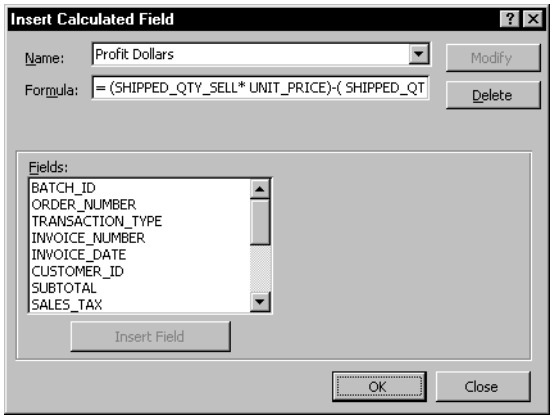
The Insert Calculated Field dialog box appears.



2. Enter the following information about the inserted field:

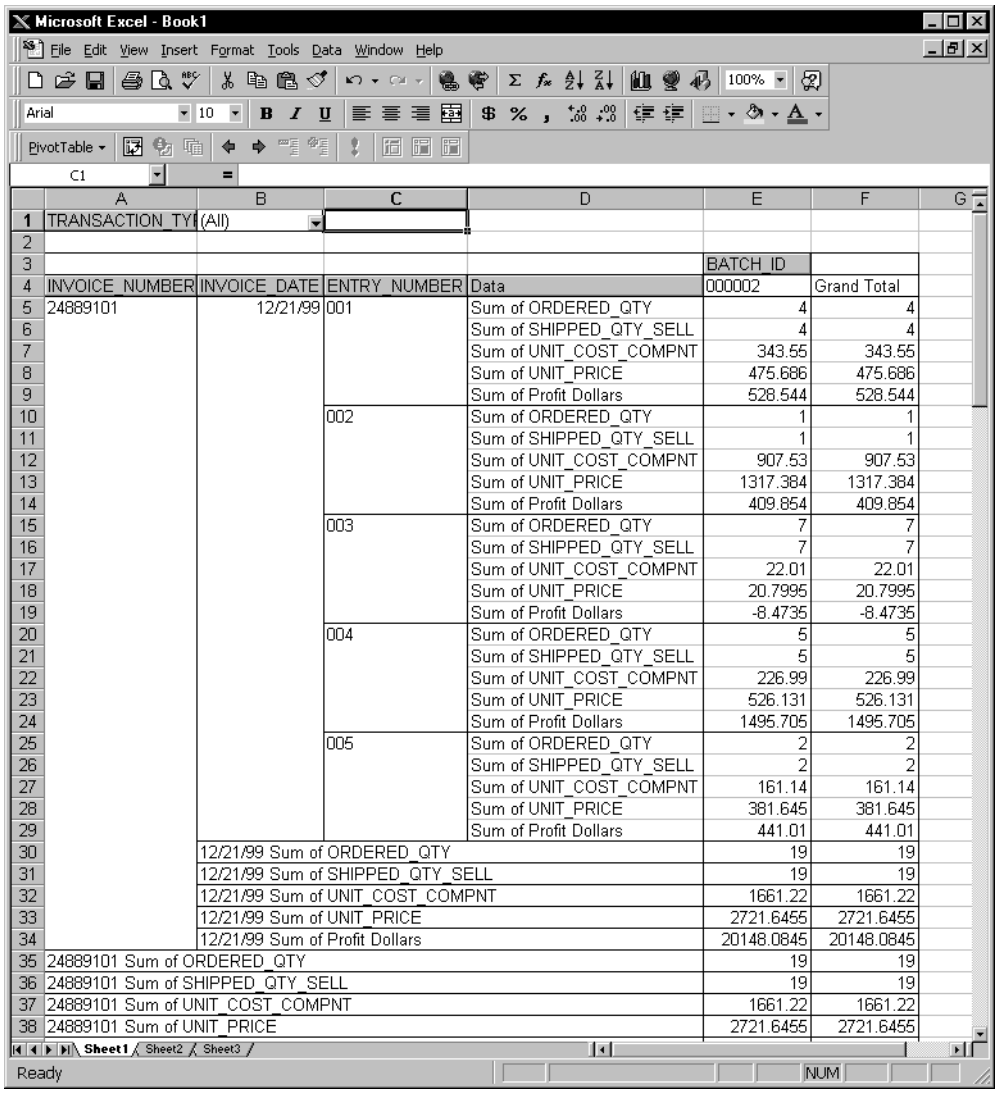
   - Enter **Profit Dollars** in the Name field.
   - Enter **=(SHIPPED_QTY_SELL* UNIT_PRICE) - (SHIPPED_QTY_SELL* UNIT_COST_COMPNT)** in the Formula field.

3. Click **Add**.



4. Click **OK**.

The PivotTable is displayed with the Sum of Profit Dollars field.



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U $ % ,

PivotTable

C1 =

	A	B	C	D	E	F	G
1	TRANSACTION_TYI	(All)					
2							
3					BATCH_ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30		12/21/99 Sum of ORDERED_QTY			19	19	
31		12/21/99 Sum of SHIPPED_QTY_SELL			19	19	
32		12/21/99 Sum of UNIT_COST_COMPNT			1661.22	1661.22	
33		12/21/99 Sum of UNIT_PRICE			2721.6455	2721.6455	
34		12/21/99 Sum of Profit Dollars			20148.0845	20148.0845	
35	24889101 Sum of ORDERED_QTY				19	19	
36	24889101 Sum of SHIPPED_QTY_SELL				19	19	
37	24889101 Sum of UNIT_COST_COMPNT				1661.22	1661.22	
38	24889101 Sum of UNIT_PRICE				2721.6455	2721.6455	

Sheet1 Sheet2 Sheet3

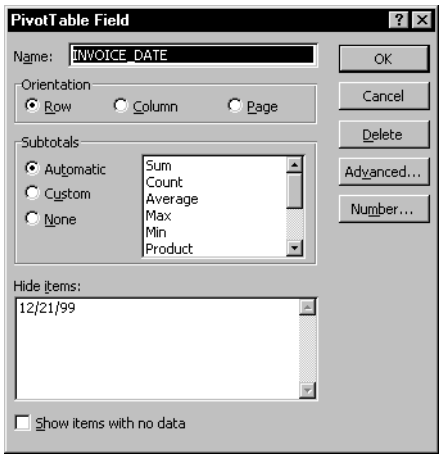
Ready NUM

Changing Field Properties

You can also change the properties of the fields in the table. For example, to remove the subtotals from the INVOICE_DATE field:

1. Place your mouse cursor on the INVOICE_DATE column heading, right-click and select **Field...** from the menu.

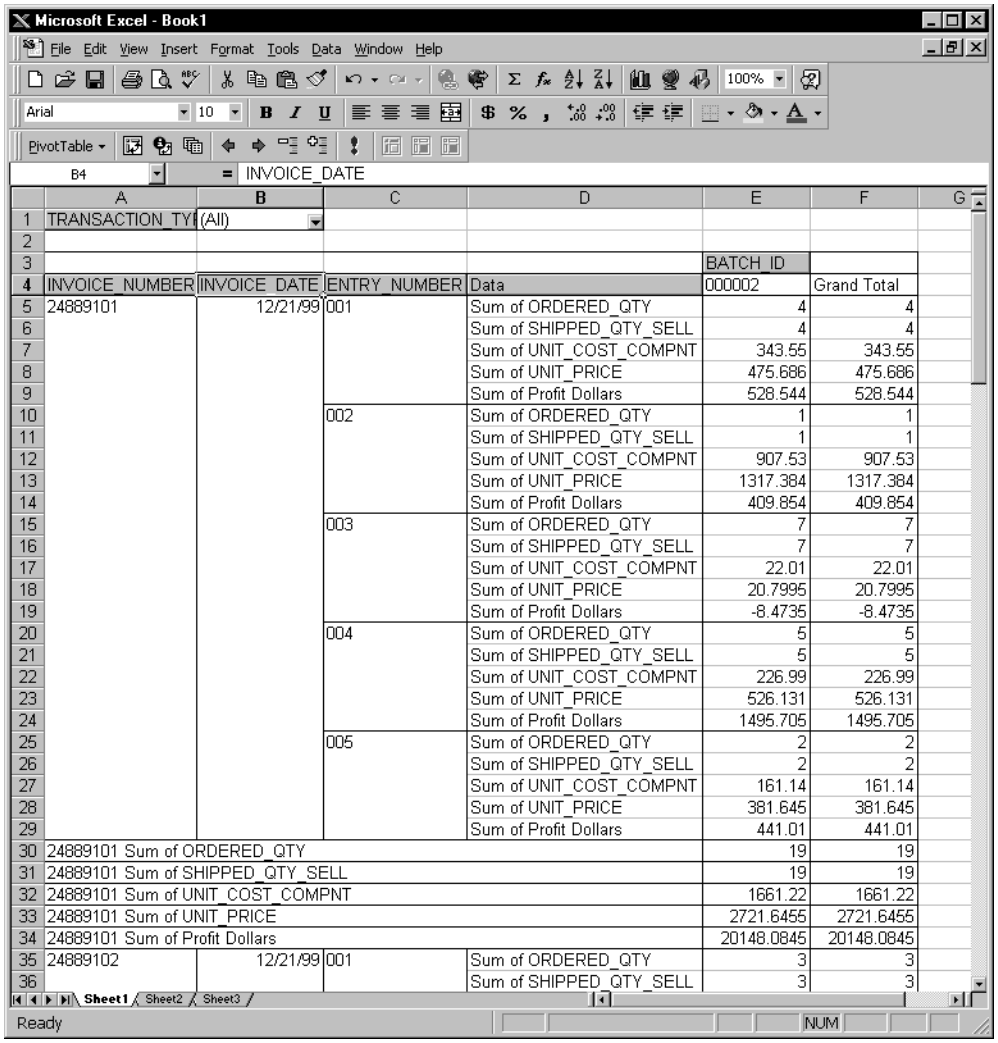
   The PivotTable Field dialog box appears:



   You can use the PivotTable Field dialog box to change the field name, its orientation on the PivotTable, its display mask, subtotalling options and so on.

2. To shut of the subtotals, select **None** under Subtotals and click OK.

The PivotTable is redisplayed reflecting your changes:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

PivotTable

B4 = INVOICE_DATE

	A	B	C	D	E	F	G
1	TRANSACTION_TYI	(All)					
2							
3					BATCH_ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30	24889101 Sum of ORDERED_QTY				19	19	
31	24889101 Sum of SHIPPED_QTY_SELL				19	19	
32	24889101 Sum of UNIT_COST_COMPNT				1661.22	1661.22	
33	24889101 Sum of UNIT_PRICE				2721.6455	2721.6455	
34	24889101 Sum of Profit Dollars				20148.0845	20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	3	
36				Sum of SHIPPED_QTY_SELL	3	3	

Sheet1 Sheet2 Sheet3

Ready NUM

Moving Fields and Sorting Data

You can dramatically change the appearance of the table by moving the fields around. Fields appear on the PivotTable as gray blocks with the field name on them. To move any field, simply drag it to a new destination.

You can change your PivotTable by moving fields in these ways:

Changing the Selection Fields

If you want to be able to limit the data in the table, you can make any field in the table part of the selection criteria by moving it to the Page area.

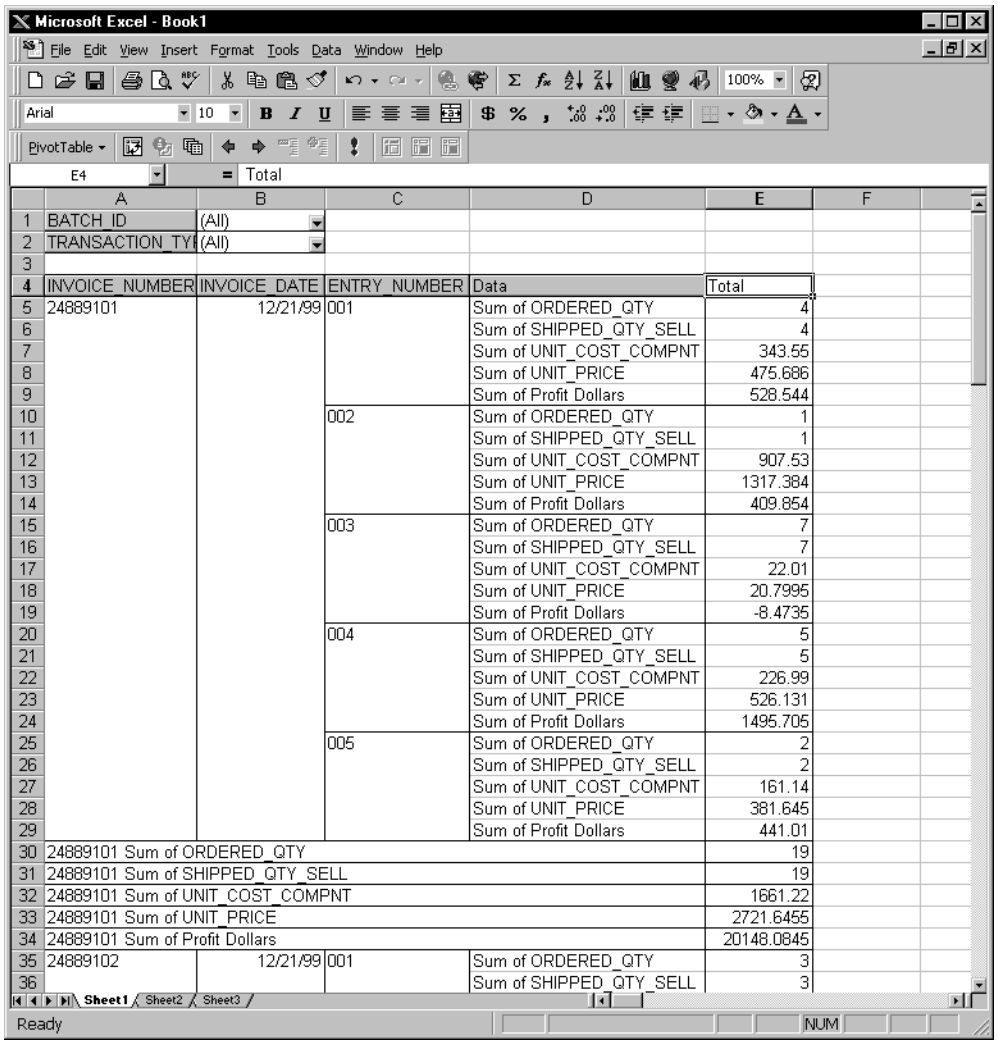
For example, to select a specific batch for this table rather than displaying all the batches across the table columns as they are in our sample table, follow these steps:

1. Position the mouse cursor over the BATCH_ID field, press and hold the left mouse button.

   As you drag the BATCH_ID field around the table, the cursor changes to show where you can drop it. If the cursor looks like a block with an *X* over it, you will remove the field from the table by dropping it there.

2. Drag the BATCH_ID field to the left of the TRANSACTION_TYPE field and drop it there.

The change appears immediately:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

PivotTable

E4 = Total

	A	B	C	D	E	F
1	BATCH_ID	(All)				
2	TRANSACTION_TYI	(All)				
3						
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	
6				Sum of SHIPPED_QTY_SELL	4	
7				Sum of UNIT_COST_COMPNT	343.55	
8				Sum of UNIT_PRICE	475.686	
9				Sum of Profit Dollars	528.544	
10			002	Sum of ORDERED_QTY	1	
11				Sum of SHIPPED_QTY_SELL	1	
12				Sum of UNIT_COST_COMPNT	907.53	
13				Sum of UNIT_PRICE	1317.384	
14				Sum of Profit Dollars	409.854	
15			003	Sum of ORDERED_QTY	7	
16				Sum of SHIPPED_QTY_SELL	7	
17				Sum of UNIT_COST_COMPNT	22.01	
18				Sum of UNIT_PRICE	20.7995	
19				Sum of Profit Dollars	-8.4735	
20			004	Sum of ORDERED_QTY	5	
21				Sum of SHIPPED_QTY_SELL	5	
22				Sum of UNIT_COST_COMPNT	226.99	
23				Sum of UNIT_PRICE	526.131	
24				Sum of Profit Dollars	1495.705	
25			005	Sum of ORDERED_QTY	2	
26				Sum of SHIPPED_QTY_SELL	2	
27				Sum of UNIT_COST_COMPNT	161.14	
28				Sum of UNIT_PRICE	381.645	
29				Sum of Profit Dollars	441.01	
30	24889101 Sum of ORDERED_QTY				19	
31	24889101 Sum of SHIPPED_QTY_SELL				19	
32	24889101 Sum of UNIT_COST_COMPNT				1661.22	
33	24889101 Sum of UNIT_PRICE				2721.6455	
34	24889101 Sum of Profit Dollars				20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	
36				Sum of SHIPPED_QTY_SELL	3	

Sheet1 Sheet2 Sheet3

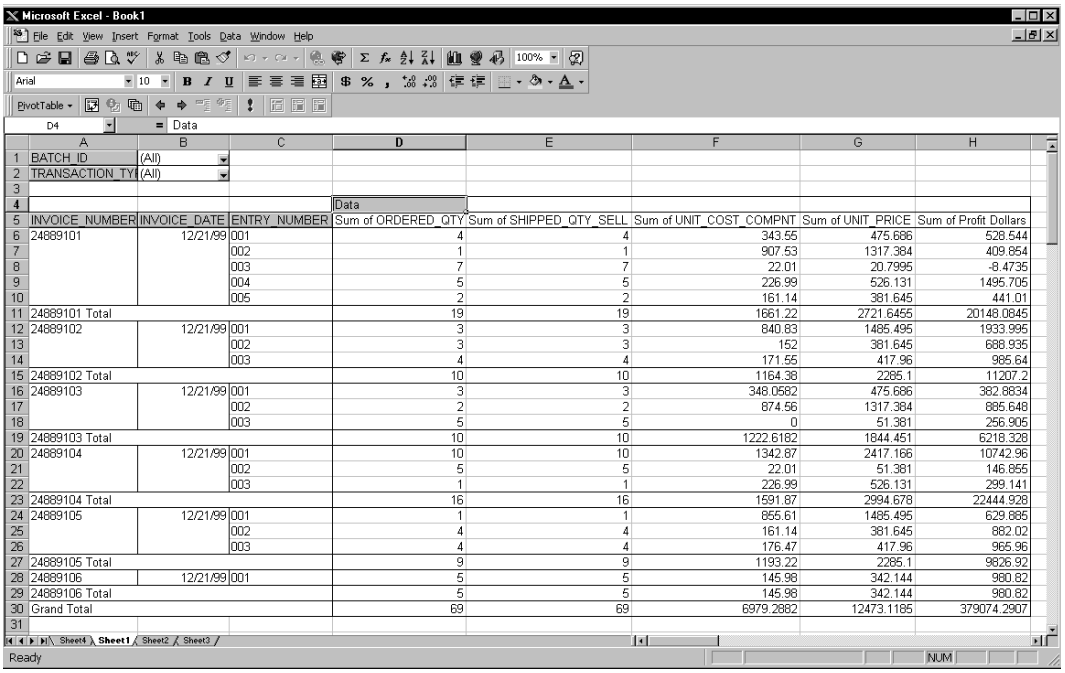
Ready NUM

Changing the Column Data

You can change the data that appears in the columns in the table by dragging the fields or data block to the column heading area.

For example, to show the quantity, price, cost and profit information in our table across the columns instead of in the data block as they now appear, drag the **Data** field above the **Total** column heading and drop it there.

The change appears immediately:



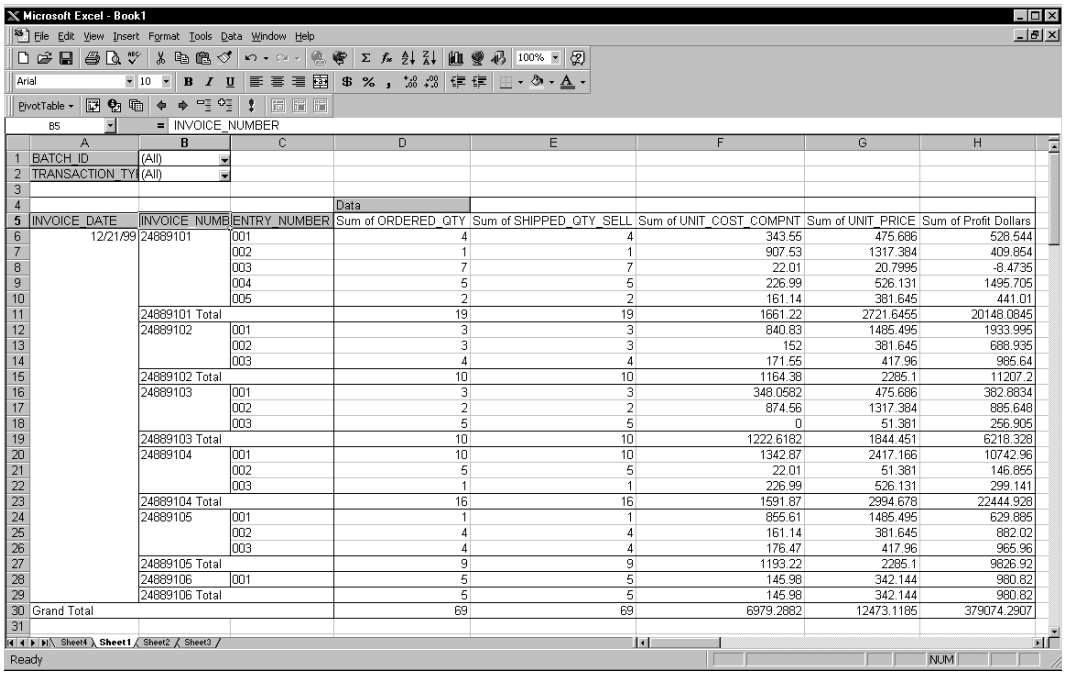
	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TY	(All)						
3								
4				Data				
5	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	24889101	12/21/99	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11	24889101 Total			19	19	1661.22	2721.6455	20148.0845
12	24889102	12/21/99	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15	24889102 Total			10	10	1164.38	2285.1	11207.2
16	24889103	12/21/99	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19	24889103 Total			10	10	1222.6182	1844.451	6218.328
20	24889104	12/21/99	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23	24889104 Total			16	16	1591.87	2994.678	22444.928
24	24889105	12/21/99	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27	24889105 Total			9	9	1193.22	2285.1	9826.92
28	24889106	12/21/99	001	5	5	145.98	342.144	980.82
29	24889106 Total			5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2882	12473.1185	379074.2907
31								

Changing the Data Sort

To change the order in which the data is displayed, you can simply change the Row fields around.

For example, our PivotTable is sorted by Invoice Number. To sort it by Invoice Date instead, click and drag the INVOICE_DATE field to the left of the INVOICE_NUMBER field.

The data is sorted by Invoice Date and is redisplayed:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

B5 = INVOICE_NUMBER

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TYI	(All)						
3								
4				Data				
5	INVOICE_DATE	INVOICE_NUMB	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	12/21/99	24889101	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11		24889101 Total		19	19	1661.22	2721.6455	20148.0845
12		24889102	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15		24889102 Total		10	10	1164.38	2285.1	11207.2
16		24889103	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19		24889103 Total		10	10	1222.6182	1844.451	6218.328
20		24889104	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23		24889104 Total		16	16	1591.87	2994.678	22444.928
24		24889105	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27		24889105 Total		9	9	1193.22	2285.1	9826.92
28		24889106	001	5	5	145.98	342.144	980.82
29		24889106 Total		5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2682	12473.1185	379074.2907
31								

Sheet4 Sheet1 Sheet2 Sheet3

Ready NUM

You can also drag the selection fields from the Page area to the Row area to sort the data by those fields.

More About Using PivotTables

Feel free to experiment with the orientation of the fields on this sample report. As you become more familiar with the tables and how to use them, you can enjoy the benefits of viewing your data in new and different ways.

For more information about PivotTables, see the Microsoft Excel documentation or online help.

Installation 2

You can put the Fixed Assets ODBC Report Applet on your system by installing it through Resource Manager. The installation process is described in this section.

The Fixed Assets Report Applet needs a minimum of 120 kilobytes (120KB) for installation. You must also have installed Fixed Assets and the ODBC Kit on your system, and the ODBC drivers on the Windows workstation.

Installing the Report Applet

Use the Install Application function on the Resource Manager Installation menu to install the report applet. You must install the Fixed Assets application before you install this report applet.

The installation will treat the report applet as though you are reinstalling Fixed Assets. This is normal behavior.

When you install the report applet, Resource Manager copies the PivotTables to the directory where your Fixed Assets programs are stored. You must have access to this directory from your Windows machine to access the tables in Microsoft Excel.

The CONFIG.TPM File

When you install the ODBC Kit, you specify the location of the data files and data dictionaries in a file called CONFIG.TPM. You can build this file using the ODBC Kit functions. You can store this file in any directory, but the report applets expect the file to be located in the C:\WINDOWS directory.

If your CONFIG.TPM file is stored in a different directory, you have three choices for using the PivotTables supplied with the report applet:

1. Move the CONFIG.TPM file to the C:\WINDOWS directory and change any Data Sources you have set up and any ODBC reports or spreadsheets you have already set up to use the CONFIG.TPM in its new location.

2. Copy the CONFIG.TPM file to the C:\WINDOWS directory and leave a copy in its current location. You do not need to change any Data Sources or reports you have set up, but you need to make any changes in both files.

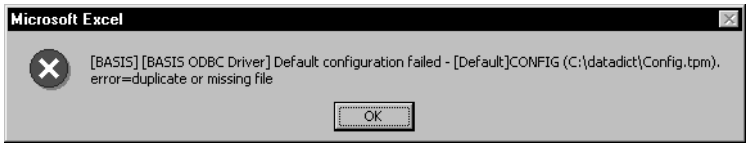
3. Change the PivotTables provided with this report applet to use the CONFIG.TPM file in its current location. You can find instructions for doing this below.

If you choose methods 1 or 2 above, you can load the PivotTables in Microsoft Excel and begin using them with your data by using the Refresh Data command in Excel.

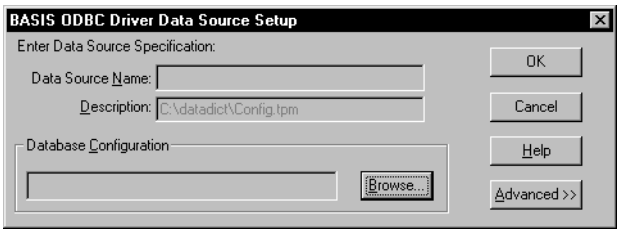
If you choose option 3, follow the instructions below to point the PivotTable to the correct CONFIG.TPM file.

Using a Different CONFIG.TPM

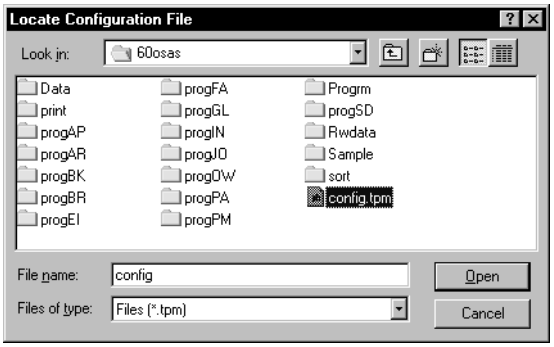
If you store your CONFIG.TPM file in a location other than the C:\WINDOWS directory, you will see this message when you attempt to refresh the data in any PivotTable included with this report applet:


Microsoft Excel
[BASIS] [BASIS ODBC Driver] Default configuration failed - [Default]CONFIG (C:\datadict\Config.tpm). error=duplicate or missing file
OK

When you click on OK, the BASIS ODBC Driver Data Source Setup dialog box appears:



To specify the location of your CONFIG.TPM file, click Browse and select the file from the location screen:



When you select the file, the final dialog appears:

When you click on OK, the PivotTable is updated with your accounting data.

Report Applet PivotTables

Use the descriptions of the PivotTables in chapter 3 to work with your accounting data.

Fixed Assets PivotTables 3

FA Asset Books	3-3
FA Asset Master	3-5
FA Retired Asset Books	3-9
FA Retired Asset Master	3-11

FA Asset Books

File Name

FABOOKS.XLS

Description

The FA Asset Books PivotTable uses the data in the Fixed Assets Master (FAMAx) file to display asset value and depreciation amounts for the books you choose.

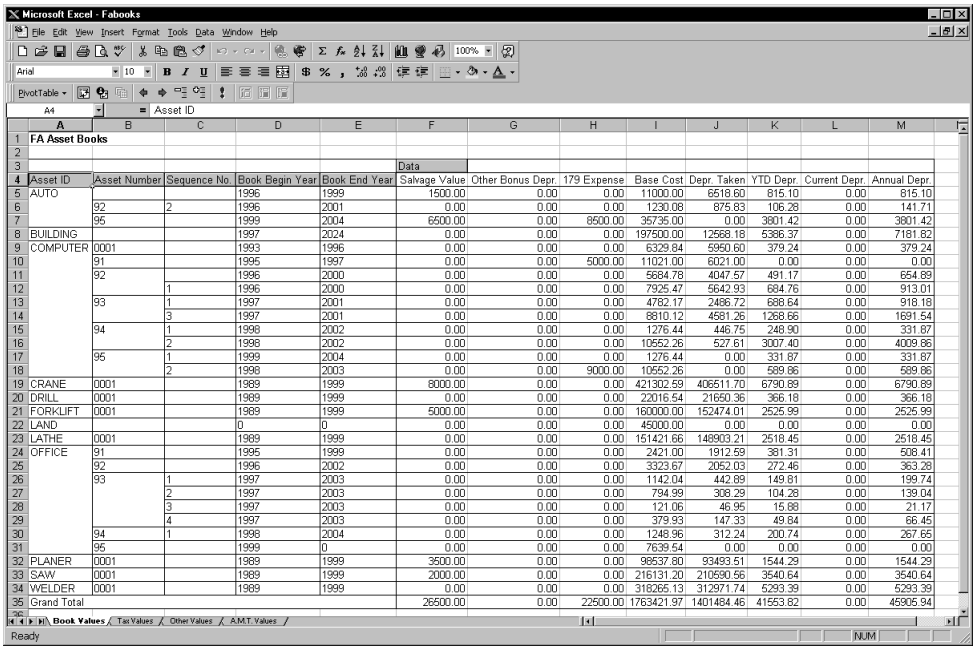
You can use the tabs at the bottom of the current spreadsheet to display the values for the four depreciation books. The data in the table is sorted by Asset ID, Asset Number, Sequence Number, Begin Year and End Year, but you can easily change the sort order.

You can use this PivotTable to review and analyze depreciation calculated and remaining asset value in each of the books.

Active Fields

Default Field Type	Field
Page	(None)
Row	Asset ID, Number and Sequence Number Book, Tax, Other and A.M.T. Beginning Year Book, Tax, Other and A.M.T. Ending Year
Column	Book, Tax, Other and A.M.T. Salvage Value Book, Tax, Other and A.M.T. Other Bonus Depreciation Book, Tax, Other and A.M.T. 179 Expense Book, Tax, Other and A.M.T. Base Cost Book, Tax, Other and A.M.T. Accumulated Depreciation Book, Tax, Other and A.M.T. Year-to-Date Depreciation Book, Tax, Other and A.M.T. Current Depreciation Book, Tax, Other and A.M.T. Annual Depreciation

FA Asset Books PivotTable Sample



Microsoft Excel - Fabooks

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

PivotTable

A4 = Asset ID

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FA Asset Books												
2													
3						Data							
4	Asset ID	Asset Number	Sequence No.	Book Begin Year	Book End Year	Salvage Value	Other Bonus Depr.	179 Expense	Base Cost	Depr. Taken	YTD Depr.	Current Depr.	Annual Depr.
5	AUTO			1996	1999	1500.00	0.00	0.00	11000.00	6518.60	815.10	0.00	815.10
6		92	2	1996	2001	0.00	0.00	0.00	1230.08	875.83	106.28	0.00	141.71
7		95		1999	2004	6500.00	0.00	8500.00	35735.00	0.00	3801.42	0.00	3801.42
8	BUILDING			1997	2024	0.00	0.00	0.00	197500.00	12568.18	5386.37	0.00	7181.82
9	COMPUTER	0001		1993	1996	0.00	0.00	0.00	6329.84	5950.60	379.24	0.00	379.24
10		91		1995	1997	0.00	0.00	5000.00	11021.00	6021.00	0.00	0.00	0.00
11		92		1996	2000	0.00	0.00	0.00	5684.78	4047.57	491.17	0.00	654.89
12			1	1996	2000	0.00	0.00	0.00	7925.47	5642.93	684.76	0.00	913.01
13		93	1	1997	2001	0.00	0.00	0.00	4782.17	2486.72	688.64	0.00	918.18
14			3	1997	2001	0.00	0.00	0.00	8810.12	4581.26	1268.66	0.00	1691.54
15		94	1	1998	2002	0.00	0.00	0.00	1276.44	446.75	248.90	0.00	331.87
16			2	1998	2002	0.00	0.00	0.00	10552.26	527.61	3007.40	0.00	4009.86
17		95	1	1999	2004	0.00	0.00	0.00	1276.44	0.00	331.87	0.00	331.87
18			2	1998	2003	0.00	0.00	9000.00	10552.26	0.00	589.86	0.00	589.86
19	CRANE	0001		1989	1999	8000.00	0.00	0.00	421302.59	406511.70	6790.89	0.00	6790.89
20	DRILL	0001		1989	1999	0.00	0.00	0.00	22016.54	21650.36	366.18	0.00	366.18
21	FORKLIFT	0001		1989	1999	5000.00	0.00	0.00	160000.00	152474.01	2525.99	0.00	2525.99
22	LAND			0	0	0.00	0.00	0.00	45000.00	0.00	0.00	0.00	0.00
23	LATHE	0001		1989	1999	0.00	0.00	0.00	151421.66	148903.21	2518.45	0.00	2518.45
24	OFFICE	91		1995	1999	0.00	0.00	0.00	2421.00	1912.59	381.31	0.00	508.41
25		92		1996	2002	0.00	0.00	0.00	3323.67	2052.03	272.46	0.00	363.28
26		93	1	1997	2003	0.00	0.00	0.00	1142.04	442.89	149.81	0.00	199.74
27			2	1997	2003	0.00	0.00	0.00	794.99	308.29	104.28	0.00	139.04
28			3	1997	2003	0.00	0.00	0.00	121.06	46.95	15.88	0.00	21.17
29			4	1997	2003	0.00	0.00	0.00	379.93	147.33	49.84	0.00	66.45
30		94	1	1998	2004	0.00	0.00	0.00	1248.96	312.24	200.74	0.00	267.65
31		95		1999	0	0.00	0.00	0.00	7639.54	0.00	0.00	0.00	0.00
32	PLANER	0001		1989	1999	3500.00	0.00	0.00	98537.80	93493.51	1544.29	0.00	1544.29
33	SAW	0001		1989	1999	2000.00	0.00	0.00	216131.20	210590.56	3540.64	0.00	3540.64
34	WELDER	0001		1989	1999	0.00	0.00	0.00	318265.13	312971.74	5293.39	0.00	5293.39
35	Grand Total					26500.00	0.00	22500.00	1763421.97	1401484.46	41553.82	0.00	45905.94

Book Values / Tax Values / Other Values / A.M.T. Values /

Ready NUM

FA Asset Master

File Name

FAMASTER.XLS

Description

The FA Asset Master PivotTable uses the data in the Fixed Assets Master (FAMAx) file to display summarized acquisition, insurance, assessment and in-service information about each asset.

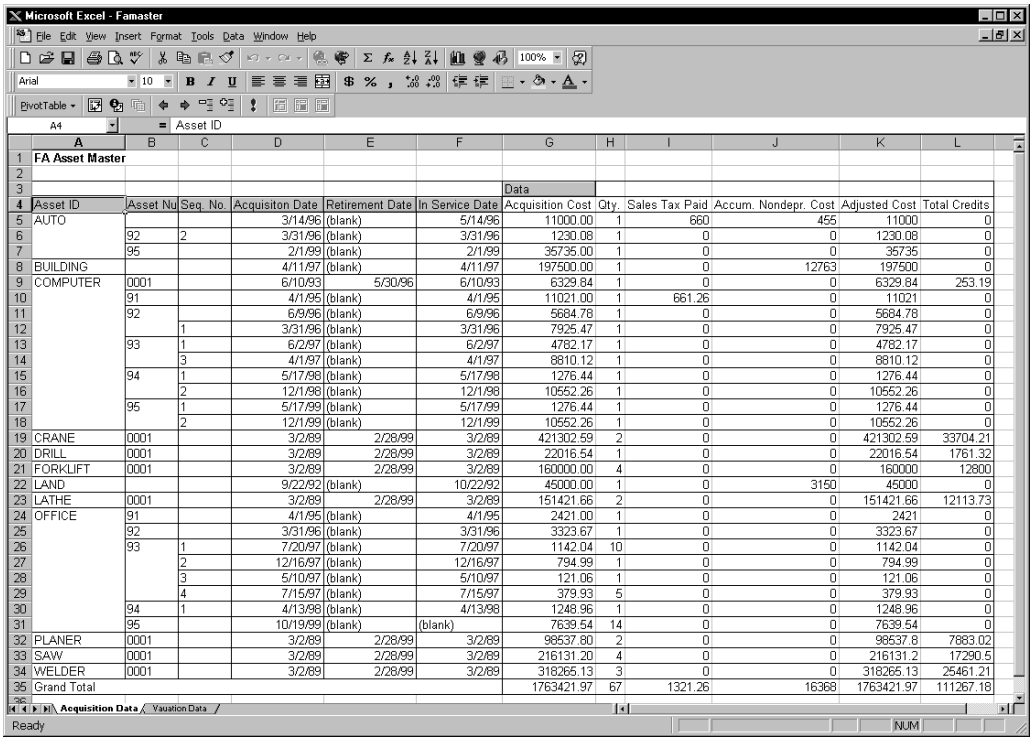
The table is made up of two spreadsheets. You can access the data on the sheets by using the tabs at the bottom of the spreadsheet. The data is sorted by Asset ID, Asset Number, Sequence Number, and Acquisition Date, but you can easily change the order of the data.

You can use the data in this table to analyze your insurance and replacement risks.

Active Fields: Acquisition Data

Default Field Type	Field
Page	(None)
Row	Asset ID, Number and Sequence Number Acquisition Date Retirement Date In-Service Date
Column	Acquisition Cost Quantity Sales Tax Paid Accumulated Nondepreciable Cost Adjusted Cost Total Credits

FA Asset Master Acquisition Data PivotTable Samples



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File Edit View Insert Format Tools Data Window Help

Arial 10 100%

PivotTable

A4 = Asset ID

	A	B	C	D	E	F	G	H	I	J	K	L
1	FA Asset Master											
2												
3							Data					
4	Asset ID	Asset Nu	Seq. No.	Acquisiton Date	Retirement Date	In Service Date	Acquisition Cost	Qty.	Sales Tax Paid	Accum. Nondepr. Cost	Adjusted Cost	Total Credits
5	AUTO			3/14/96	(blank)	5/14/96	11000.00	1	660	455	11000	0
6		92	2	3/31/96	(blank)	3/31/96	1230.08	1	0	0	1230.08	0
7		95		2/1/99	(blank)	2/1/99	35735.00	1	0	0	35735	0
8	BUILDING			4/11/97	(blank)	4/11/97	197500.00	1	0	12763	197500	0
9	COMPUTER	0001		6/10/93	5/30/96	6/10/93	6329.84	1	0	0	6329.84	253.19
10		91		4/1/95	(blank)	4/1/95	11021.00	1	661.26	0	11021	0
11		92		6/9/96	(blank)	6/9/96	5684.78	1	0	0	5684.78	0
12			1	3/31/96	(blank)	3/31/96	7925.47	1	0	0	7925.47	0
13		93	1	6/2/97	(blank)	6/2/97	4782.17	1	0	0	4782.17	0
14			3	4/1/97	(blank)	4/1/97	8810.12	1	0	0	8810.12	0
15		94	1	5/17/98	(blank)	5/17/98	1276.44	1	0	0	1276.44	0
16			2	12/1/98	(blank)	12/1/98	10552.26	1	0	0	10552.26	0
17		95	1	5/17/99	(blank)	5/17/99	1276.44	1	0	0	1276.44	0
18			2	12/1/99	(blank)	12/1/99	10552.26	1	0	0	10552.26	0
19	CRANE	0001		3/2/89	2/28/99	3/2/89	421302.59	2	0	0	421302.59	33704.21
20	DRILL	0001		3/2/89	2/28/99	3/2/89	22016.54	1	0	0	22016.54	1761.32
21	FORKLIFT	0001		3/2/89	2/28/99	3/2/89	160000.00	4	0	0	160000	12800
22	LAND			9/22/92	(blank)	10/22/92	45000.00	1	0	3150	45000	0
23	LATHE	0001		3/2/89	2/28/99	3/2/89	151421.66	2	0	0	151421.66	12113.73
24	OFFICE	91		4/1/95	(blank)	4/1/95	2421.00	1	0	0	2421	0
25		92		3/31/96	(blank)	3/31/96	3323.67	1	0	0	3323.67	0
26		93	1	7/20/97	(blank)	7/20/97	1142.04	10	0	0	1142.04	0
27			2	12/16/97	(blank)	12/16/97	794.99	1	0	0	794.99	0
28			3	5/10/97	(blank)	5/10/97	121.06	1	0	0	121.06	0
29			4	7/15/97	(blank)	7/15/97	379.93	5	0	0	379.93	0
30		94	1	4/13/98	(blank)	4/13/98	1248.96	1	0	0	1248.96	0
31		95		10/19/99	(blank)	(blank)	7639.54	14	0	0	7639.54	0
32	PLANER	0001		3/2/89	2/28/99	3/2/89	98537.80	2	0	0	98537.8	7883.02
33	SAW	0001		3/2/89	2/28/99	3/2/89	216131.20	4	0	0	216131.2	17290.5
34	WELDER	0001		3/2/89	2/28/99	3/2/89	318265.13	3	0	0	318265.13	25461.21
35	Grand Total						1763421.97	67	1321.26	16368	1763421.97	111267.18

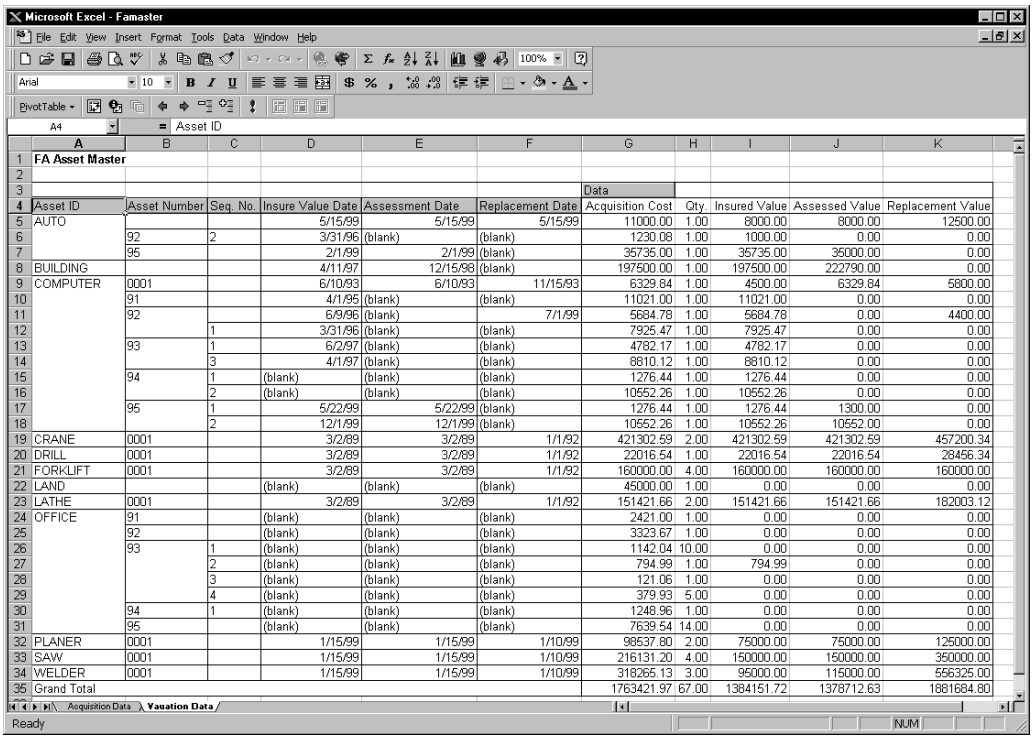
Acquisition Data Valuation Data

Ready NUM

Active Fields: Valuation Data

Default Field Type	Field
Page	(None)
Row	Asset ID, Number and Sequence Number Insured Valuation Date Assessed Valuation Date Replacement Cost Valuation Date
Column	Acquisition Cost Quantity Insured Value Assessed Value Replacement Value

FA Asset Master Acquisition Data PivotTable Samples



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PivotTable

A4 = Asset ID

	A	B	C	D	E	F	G	H	I	J	K
1	FA Asset Master										
2											
3							Data				
4	Asset ID	Asset Number	Seq. No.	Insure Value Date	Assessment Date	Replacement Date	Acquisition Cost	Qty.	Insured Value	Assessed Value	Replacement Value
5	AUTO			5/15/99	5/15/99	5/15/99	11000.00	1.00	8000.00	8000.00	12500.00
6		92	2	3/31/96	(blank)	(blank)	1230.08	1.00	1000.00	0.00	0.00
7		95		2/1/99	2/1/99	(blank)	35735.00	1.00	35735.00	35000.00	0.00
8	BUILDING			4/11/97	12/15/98	(blank)	197500.00	1.00	197500.00	222790.00	0.00
9	COMPUTER	0001		6/10/93	6/10/93	11/15/93	6329.84	1.00	4500.00	6329.84	5800.00
10		91		4/1/95	(blank)	(blank)	11021.00	1.00	11021.00	0.00	0.00
11		92		6/9/96	(blank)	7/1/99	5684.78	1.00	5684.78	0.00	4400.00
12			1	3/31/96	(blank)	(blank)	7925.47	1.00	7925.47	0.00	0.00
13		93	1	6/2/97	(blank)	(blank)	4782.17	1.00	4782.17	0.00	0.00
14			3	4/1/97	(blank)	(blank)	8810.12	1.00	8810.12	0.00	0.00
15		94	1	(blank)	(blank)	(blank)	1276.44	1.00	1276.44	0.00	0.00
16			2	(blank)	(blank)	(blank)	10552.26	1.00	10552.26	0.00	0.00
17		95	1	5/22/99	5/22/99	(blank)	1276.44	1.00	1276.44	1300.00	0.00
18			2	12/1/99	12/1/99	(blank)	10552.26	1.00	10552.26	10552.00	0.00
19	CRANE	0001		3/2/89	3/2/89	1/1/92	421302.59	2.00	421302.59	421302.59	457200.34
20	DRILL	0001		3/2/89	3/2/89	1/1/92	22016.54	1.00	22016.54	22016.54	28456.34
21	FORKLIFT	0001		3/2/89	3/2/89	1/1/92	160000.00	4.00	160000.00	160000.00	160000.00
22	LAND			(blank)	(blank)	(blank)	45000.00	1.00	0.00	0.00	0.00
23	LATHE	0001		3/2/89	3/2/89	1/1/92	151421.66	2.00	151421.66	151421.66	182003.12
24	OFFICE	91		(blank)	(blank)	(blank)	2421.00	1.00	0.00	0.00	0.00
25		92		(blank)	(blank)	(blank)	3323.67	1.00	0.00	0.00	0.00
26		93	1	(blank)	(blank)	(blank)	1142.04	10.00	0.00	0.00	0.00
27			2	(blank)	(blank)	(blank)	794.99	1.00	794.99	0.00	0.00
28			3	(blank)	(blank)	(blank)	121.06	1.00	0.00	0.00	0.00
29			4	(blank)	(blank)	(blank)	379.93	5.00	0.00	0.00	0.00
30		94	1	(blank)	(blank)	(blank)	1248.96	1.00	0.00	0.00	0.00
31		95		(blank)	(blank)	(blank)	7639.54	14.00	0.00	0.00	0.00
32	PLANER	0001		1/15/99	1/15/99	1/10/99	98537.80	2.00	75000.00	75000.00	125000.00
33	SAW	0001		1/15/99	1/15/99	1/10/99	216131.20	4.00	150000.00	150000.00	350000.00
34	WELDER	0001		1/15/99	1/15/99	1/10/99	318265.13	3.00	95000.00	115000.00	556325.00
35	Grand Total						1763421.97	67.00	1384151.72	1378712.63	1881684.80

Acquisition Data | Yauation Data

Ready NUM

FA Retired Asset Books

File Name

FARETBOK.XLS

Description

The FA Retired Asset Books PivotTable uses the data in the Retirements Journal (FARJx) file to display asset value and depreciation amounts for retired assets.

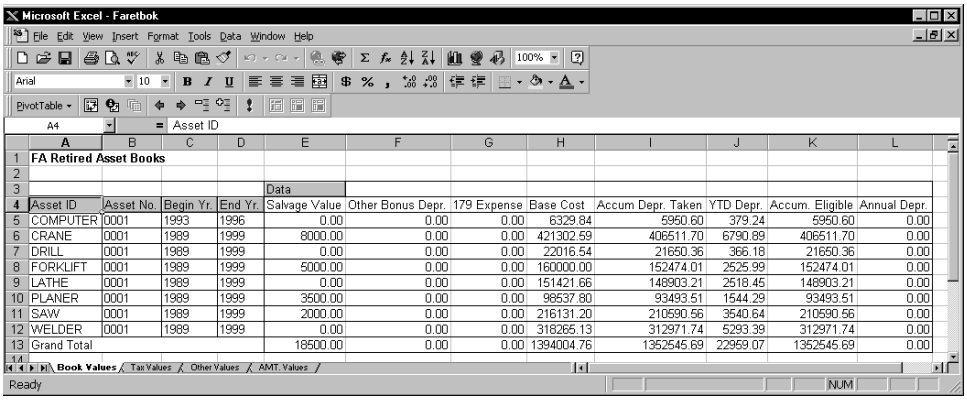
You can use the tabs at the bottom of the current spreadsheet to display the values for the four depreciation books. The data in the table is sorted by Asset ID, Asset Number, Begin Year and End Year, but you can easily change the sort order.

You can use this PivotTable to review and analyze depreciation calculated and remaining asset value in each of the books.

Active Fields

Default Field Type	Field
Page	(None)
Row	Asset ID and Number Book, Tax, Other and A.M.T. Beginning and Ending Years
Column	Book, Tax, Other and A.M.T. Salvage Value Book, Tax, Other and A.M.T. Other Bonus Depreciation Book, Tax, Other and A.M.T. 179 Expense Book, Tax, Other and A.M.T. Base Cost Book, Tax, Other and A.M.T. Accumulated Depreciation Book, Tax, Other and A.M.T. Year-to-Date Depreciation Book, Tax, Other and A.M.T. Accumulated Eligible Depr. Book, Tax, Other and A.M.T. Annual Depreciation

FA Retired Asset Books PivotTable Sample



Microsoft Excel - Faretbok

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Arial 10 100%

PivotTable

A4 = Asset ID

	A	B	C	D	E	F	G	H	I	J	K	L
1	FA Retired Asset Books											
2												
3					Data							
4	Asset ID	Asset No.	Begin Yr.	End Yr.	Salvage Value	Other Bonus Depr.	179 Expense	Base Cost	Accum Depr. Taken	YTD Depr.	Accum. Eligible	Annual Depr.
5	COMPUTER	0001	1993	1996	0.00	0.00	0.00	6329.84	5950.60	379.24	5950.60	0.00
6	CRANE	0001	1989	1999	8000.00	0.00	0.00	421302.59	406511.70	6790.89	406511.70	0.00
7	DRILL	0001	1989	1999	0.00	0.00	0.00	22016.54	21650.36	366.18	21650.36	0.00
8	FORKLIFT	0001	1989	1999	5000.00	0.00	0.00	160000.00	152474.01	2525.99	152474.01	0.00
9	LATHE	0001	1989	1999	0.00	0.00	0.00	151421.66	148903.21	2518.45	148903.21	0.00
10	PLANER	0001	1989	1999	3500.00	0.00	0.00	98537.80	93493.51	1544.29	93493.51	0.00
11	SAW	0001	1989	1999	2000.00	0.00	0.00	216131.20	210590.56	3540.64	210590.56	0.00
12	WELDER	0001	1989	1999	0.00	0.00	0.00	318265.13	312971.74	5293.39	312971.74	0.00
13	Grand Total				18500.00	0.00	0.00	1394004.76	1352545.69	22959.07	1352545.69	0.00
14												

Book Values / Tax Values / Other Values / AMT Values /

Ready NUM

FA Retired Asset Master

File Name

FARETMST.XLS

Description

The FA Retired Asset Master PivotTable uses the data in the Retirements Journal (FARJx) file to display summarized value, cost, and proceeds information about each retired asset.

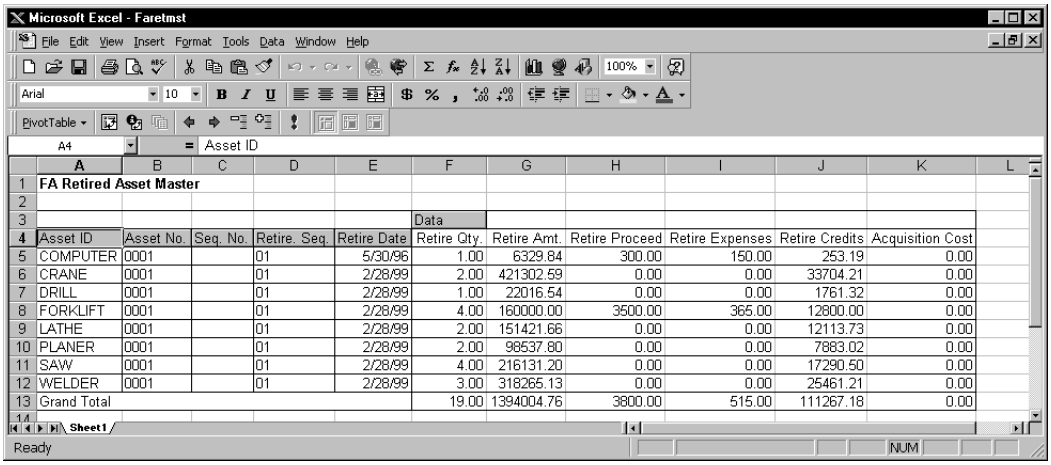
The data is sorted by Asset ID, Asset Number, Sequence Number, Retirement Sequence Number and Retirement Date, but you can easily change the order of the data.

You can use the data in this table to analyze the tax implications of your asset retirements.

Active Fields: Acquisition Data

Default Field Type	Field
Page	(None)
Row	Asset ID, Number and Sequence Number Retirement Sequence Number Retirement Date
Column	Retirement Quantity Retirement Amount Retirement Proceeds Retirement Expenses Retirement Credits Acquisition Cost

FA Retired Asset Master PivotTable Samples



Microsoft Excel - Faretmst

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

PivotTable

A4 = Asset ID

	A	B	C	D	E	F	G	H	I	J	K	L
1	FA Retired Asset Master											
2												
3						Data						
4	Asset ID	Asset No.	Seq. No.	Retire. Seq.	Retire Date	Retire Qty.	Retire Amt.	Retire Proceed	Retire Expenses	Retire Credits	Acquisition Cost	
5	COMPUTER	0001		01	5/30/96	1.00	6329.84	300.00	150.00	253.19	0.00	
6	CRANE	0001		01	2/28/99	2.00	421302.59	0.00	0.00	33704.21	0.00	
7	DRILL	0001		01	2/28/99	1.00	22016.54	0.00	0.00	1761.32	0.00	
8	FORKLIFT	0001		01	2/28/99	4.00	160000.00	3500.00	365.00	12800.00	0.00	
9	LATHE	0001		01	2/28/99	2.00	151421.66	0.00	0.00	12113.73	0.00	
10	PLANER	0001		01	2/28/99	2.00	98537.80	0.00	0.00	7883.02	0.00	
11	SAW	0001		01	2/28/99	4.00	216131.20	0.00	0.00	17290.50	0.00	
12	WELDER	0001		01	2/28/99	3.00	318265.13	0.00	0.00	25461.21	0.00	
13	Grand Total					19.00	1394004.76	3800.00	515.00	111267.18	0.00	

Sheet1

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